



NEWPORT NEWS, VA
CITY OF OPPORTUNITY

JOB DESCRIPTION
PARK EVENTS COORDINATOR
(PARKS DIVISION)
PARKS, RECREATION, AND TOURISM

Human Resources Department
700 Town Center Drive, Suite 200
Newport News, VA 23606
Phone: (757) 926-1800
Fax: (757) 926-1825

GENERAL STATEMENT OF RESPONSIBILITIES

Under general supervision, this position plans, develops and coordinates special events, interpretive programming and volunteer activities in City parks. Acts as supervisor as needed. Reports to the Park Operations Superintendent.

ESSENTIAL JOB FUNCTIONS

Coordinates logistics for events, interpretive programming, and volunteer activities held on park property by working closely with community and civic groups and clubs for events co-sponsored by the Department of Parks, Recreation and Tourism; may serve as on-site liaison for maintenance needs, staffing issues, traffic flow, parking, and event operations.

Prepares and distributes all forms of publicity, to include press releases, brochures, and flyers for park programs and activities; gives interviews by telephone, radio, and television as requested. Administers the volunteer program; supervises volunteer activities.

Prepares written administrative reports related to activities and programs, budget, and volunteer services; writes and edits administrative correspondence. Assists with the day-to-day operation of revenue producing facilities such as completing revenue reports, payroll and scheduling.

Oversees park headquarters operations to include submitting budget requests, completing requisitions, ordering and purchasing supplies and maintaining records of expenditures.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE

- Event Planning - Considerable knowledge of principles and practices of recreation program planning, development and administration.
- Customer Service – Thorough knowledge of principles and processes for providing customer services. This includes setting and meeting quality standards for services, and evaluation of customer satisfaction.

- Park Operations - Thorough knowledge of park facility operation and maintenance to include visitor management principles and techniques as applied to parks and outdoor recreational settings as well as professional recreational philosophies, principles, and practices.
- Strategic Planning - Knowledge of strategic planning principles and theories to ensure competitive advantage and profitability.
- Supervision - Knowledge of leadership techniques, principles, and procedures to assign work, schedule, supervise, train, and evaluate the work of assigned staff.

REQUIRED SKILLS

- Computer Skills - Utilizes a personal computer with a customer information system, word processing, spreadsheet, and related software to effectively complete a variety of tasks with reasonable speed and accuracy.
- Interpersonal Relationships - Develops and maintains cooperative and professional relationships with employees at all levels, representatives from all departments, and outside agencies. Effectively responds to and resolves complex inquiries and disputes.
- Judgement/Decision Making - Uses logic and reasoning to understand, analyze, and evaluate situations and exercise good judgment to make appropriate decisions.
- Time Management - Plans and organizes daily work routine. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Implements work activities in accordance with priorities and estimated schedules.

REQUIRED ABILITIES

- Communication - Excellent ability to communicate complex ideas and proposals effectively so others will understand to include preparation of reports, agendas, and policies. Excellent ability to listen and understand information and ideas presented verbally and in writing.
- Accounting and Budgeting - Ability to perform arithmetic, algebraic, and statistical applications. Ability to employ economic and accounting principles and practices in the analysis and reporting of financial data.

EDUCATION AND EXPERIENCE

Bachelor's Degree in Recreation, Leisure Studies, or a related field and 3-5 years of progressively responsible experience in park administration with 1-2 years of lead or supervisory experience, or an equivalent combination of education and experience.

ADDITIONAL REQUIREMENTS

An acceptable general background check to include a local and state criminal history check, sex offender registry check as well as a valid driver's license with an acceptable driving record.

Requires designation as Conservator of the Peace.

PHYSICAL REQUIREMENTS

- Tasks require the ability to exert very moderate physical effort in light work.
- Some combination of stooping, kneeling, crouching and crawling.
- Some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (10-20 pounds).

SENSORY REQUIREMENTS

- Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
- Some tasks require the ability to communicate orally.

ENVIRONMENTAL EXPOSURES

Performance of essential functions may require exposure to adverse environmental conditions, such as dust, pollen, temperature and weather extremes, traffic hazards, violent individuals, infectious disease, or rude/irate customers.